



Online web sticky note services that allows you to post memos, to-do list, ideas, pictures, videos and collaborate or share your canvases.

## Classroom Applications

- Centers where students can answer a question and post their response
- Collaborative tool for students to post responses to questions, pictures or videos
- Organizer for research
- Student Organizer for assignments or project deadlines

## Let's Get Started

- Logon to <http://linoit.com/>
- Click on Create an account
- Enter your Username, password and email address
- Accept Terms
- Click on Create an Account

Create an account

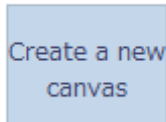


You are now on your home page where you can create Canvases, view other Canvases and create groups.

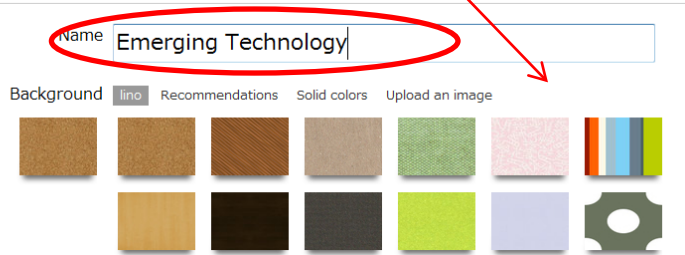
# Linoit Creating A Canvas

## Create a Canvas

- Click on Create a new canvas
- Type in the name
- Choose a background



Create a new canvas

A screenshot of the Linoit "Create a new canvas" form. The "Name" field is circled in red and contains the text "Emerging Technology". Below the name field are tabs for "Background", "Recommendations", "Solid colors", and "Upload an image". Under the "Background" tab, there is a grid of various background color and texture options, including wood grain, solid colors, and patterns.

### Access to Canvas (Publicity)

- For my own private use  
No one may see the canvas but you
- Show stickies to everyone  
Other people may not post stickies
- Everyone may post stickies  
Show stickies to everyone, and let everyone post stickies

### Details

- Show this canvas on the dock
- Create a sticky via Email  
Check Email address after a canvas is created
- Generate RSS for this canvas

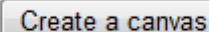
### • Access to Canvas:

- If you are going to use this just for yourself leave private use.
- Show Stickies to everyone – allows people to see your sticky notes, but not post
- Everyone may post stickies – allows everyone you have invited to post notes

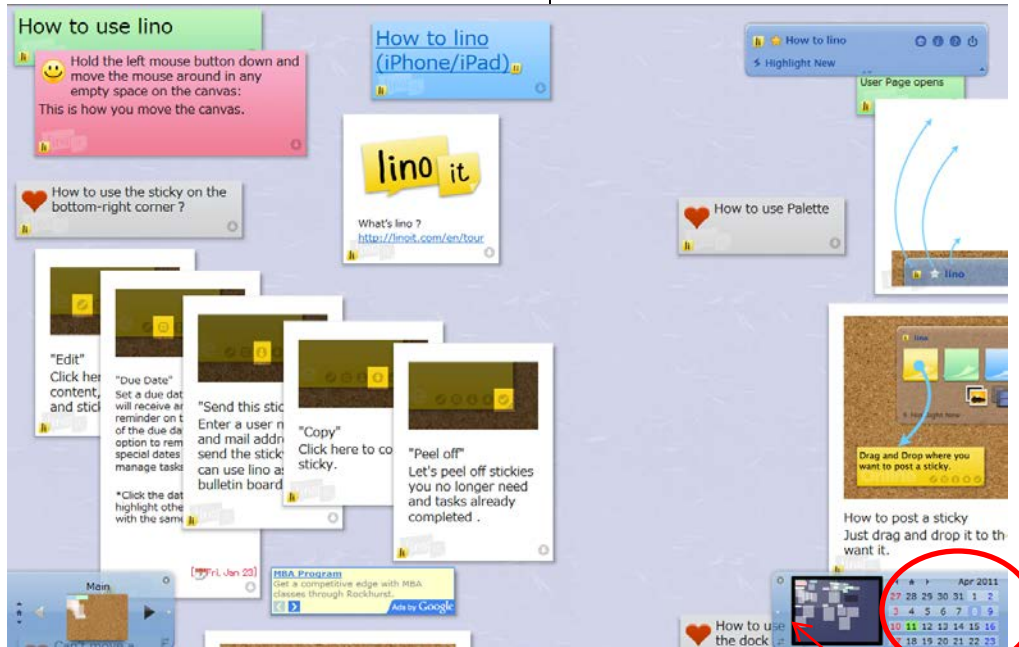
### • Details:

- Shows on dock – allows you to see
- Via Email – Allows you to email a sticky note to the canvas with address given
- RSS allows you to put this out on RSS feed

- Click on Create a canvas

A grey rectangular button with the text "Create a canvas" in black. A red arrow points from the text "Click on Create a canvas" to this button.

## Canvas



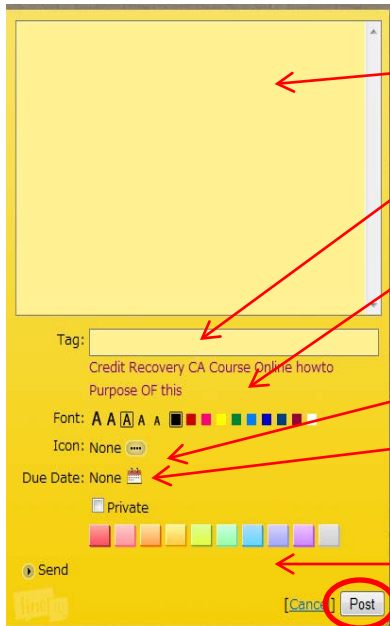
The canvas will hold all of your sticky notes, pictures, to do list, videos, etc.

- The bottom left shows the different canvases you have created and the names of the canvases.
- Click on the arrow to see more of your canvases

- This shows all of your sticky notes and you can pan and move from here.
- You might group sticky notes and then be able to move to that group
- If there are dates on your sticky notes, then you will be able to click on the date and pull up your sticky note (they are shown in green on the calendar)

## Sticky Notes

- Click on any of the sticky notes in the right hand corner



- Type on the sticky note
- Add a Tag to help you locate or search
- Click on Font to change the size and color
- Click on Icon to add an Icon to the sticky note
- Click on the Due Date to have it register on the calendar
- Click on any of the colors to change the color of the sticky note
- Click on Post

## Sticky Note

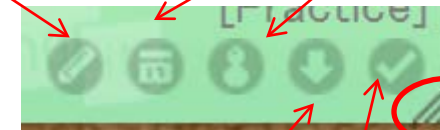
- Icon
- Sticky Note message
- Due Date
- Tag



Click to open and edit the sticky note

Click to open and view the calendar and due dates

Click to send the stick note in an email



Click to unpeel (delete)

Click to move the sticky note to another canvas

Click to delete the sticky note

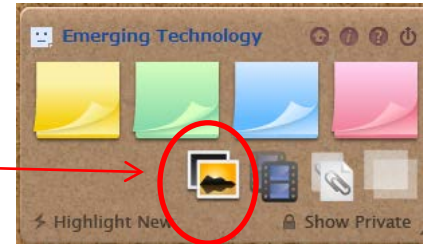
# Linoit Pictures and Video

## Add Pictures, Videos and Upload Files

- Click on the Photo
- Click on Browse
- Find the picture in your files
- Click on Open
- Size – Small, Medium or large (medium is a regular picture size)
- Type: You can choose to put a frame, shadow or just put onto the canvas
- **NOTE: Putting a frame allows you to type comments and tag the photo)**
- Private (if you mark this then only you will be able to see the picture)
- Click on Post
- It will appear on your board

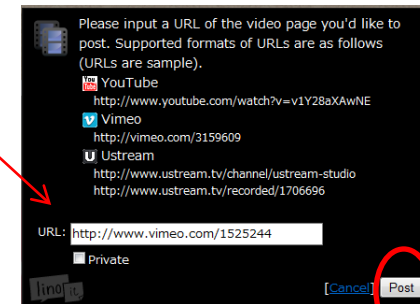


The screenshot shows the Linoit upload form for a photo. At the top is a preview of the photo showing a group of people hiking on a mountain. Below the preview are fields for 'Image' (with a 'Browse...' button), 'Size' (radio buttons for Small, Medium, and Large), and 'Type' (radio buttons for Normal, No Shadow, and Frame). The 'Comment' field is circled in red and contains the text: 'Hiking to the top of Camel Back Mountain in Scottsdale, AZ in July, 2009.' Below the comment field is a 'Tag' field with the text 'Family Vacations' and a list of suggested tags: 'Credit Directions Online CA Recovery' and 'Course howto this Purpose OF'. At the bottom, there are 'Font' options, a 'Due Date' field set to 'None', a 'Private' checkbox, and 'Cancel' and 'Post' buttons.

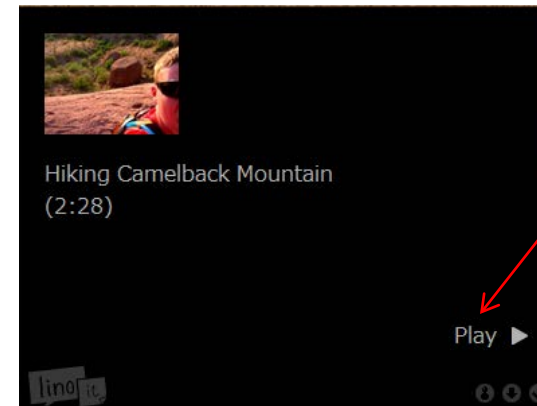


- Click on Video Icon
- You can upload videos from Youtube and Vimeo only
- Type in the URL

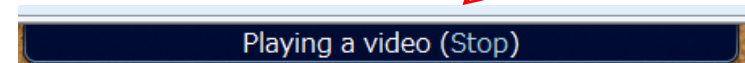
- Click on Private if you do not want anyone else to see the video
- Click Post to put on your canvas



The screenshot shows the Linoit URL input form for a video. It has a black background with white text. At the top, it says 'Please input a URL of the video page you'd like to post. Supported formats of URLs are as follows (URLs are sample).' Below this are examples for YouTube, Vimeo, and Ustream. The 'URL' field is filled with 'http://www.vimeo.com/1525244'. There is a 'Private' checkbox and 'Cancel' and 'Post' buttons at the bottom. The 'Post' button is circled in red.



- Click on Play from your canvas and view the video
- Click on the bar at the top to Stop the video



## Uploading Documents



- Click on the paper Clip
- Browse for the attachment
- Click Open
- Type in a comment
- Type in a Tag
- You can put a date to follow-up
- You can mark private
- Click Post

Attachment: Glogster.pptx (1.2MB)

Comment: PDF Training Guide on using Glogster

Tag: Web 2.0 Tools

Font: A A A A

Due Date: Mon, Apr 25

Private

[Cancel] [Post]

## Adding a Label

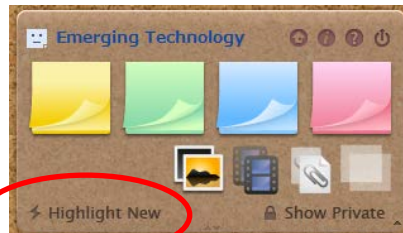


- Click on the White Note
- Type in your information
- Change the font size or color
- Add an Icon
- Click Post

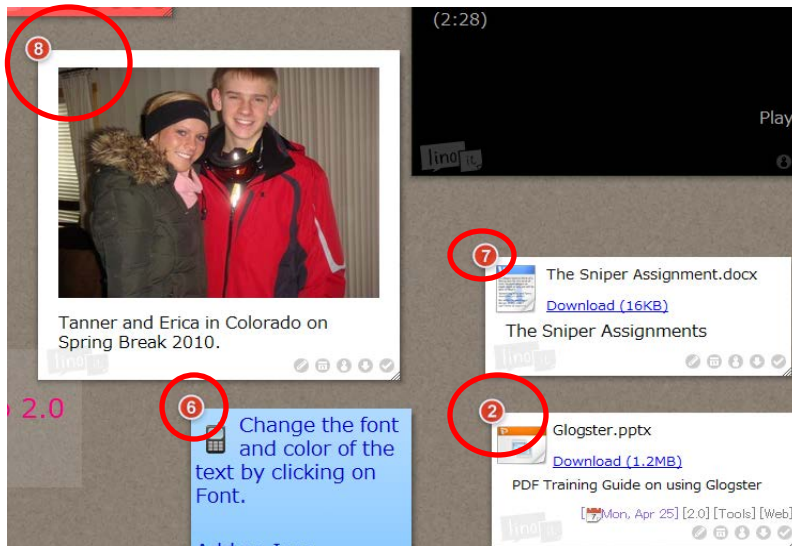
They are clear and you see through to the canvas (similar to a tab)



## Sorting the Canvas



- Click on Highlight New
- It will automatically put a number by each item on your board in the order they were added (most recent 1 to oldest 10)
- Click again on Highlight new to remove numbers



## Navigation

- Move the canvas by using the hand to grab and move the canvas
- Click on the lower right hand corner by the calendar and see your entire canvas and move to a different quadrant



## Calendar

- Click on a date colored green to see the sticky note, attachment, video, etc.
- The attachment, note, etc. will automatically popup when you click on the highlighted date

## Sharing and Creating Groups

- Click on My Page
- When you set up the page at the beginning and you allowed access you can email the link (at the top of the page you are working on)
- Others can add documents, sticky notes, etc.

**NOTE: If you are working in “real time” simultaneously you will need to refresh to see what someone else is doing on your board.**

## Creating Groups

- Click on My Page
- Click on My Groups
- Click on Create New Group
- Name the Group
- Type in a description
- Choose an Icon
- Browse
- Choose a picture from your File
- Click Open
- Decide on Membership
- Type in the Email addresses to invite people
- Type in your Name
- Type in a message
- Click on Invite
- Click on My Groups and you will see the Group you have created



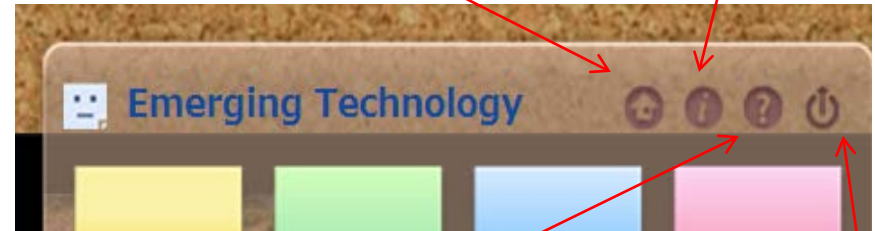
## Tips and Tricks

- Click on My Page to see your title page
- Click on My Canvases to see your created canvases
- Click on My Groups to see the canvases you have created to share with groups
- Click on Favorites to see the canvases you have marked as favorites for you
- Click on Tasks and see the sticky notes for today, future items you are to do, and things done in the past

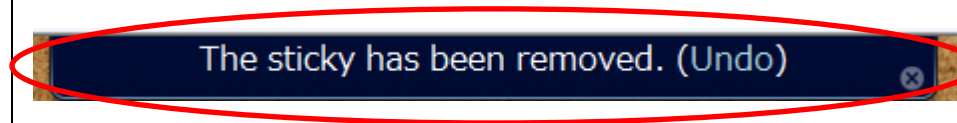


Click the bottom right hand corner and stretch the stick note to make it bigger.

- Click here to go your home page
- Click here to get information about Linoit



- Click here for questions
- Click here to Logout of Linoit



- Undo an action
- You will get a box at the top that gives you the option to undo when you delete, edit, etc.
- Click on Undo